

23 DECEMBER 2003

Civilian Personnel

**UNIFORMS FOR NON-US CITIZEN
PERSONNEL--GERMANY**



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OPR: HQ USAFE/DPCP
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Supersedes USAFEI 36-729, 5 December 1995.

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Pages: 12
Distribution: F (GE only)

This instruction implements AFD 36-7, *Employee and Labor-Relations Management*. It establishes standards and conditions for issuing uniform clothing to non-US citizen employees paid from appropriated funds and administered by a USAFE Civilian Personnel Flight (CPF) in Germany. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction changes format, revises responsibilities, and items and allowances of authorized uniforms and work clothing for employees of the specific occupational groups.

1. Basic Requirement. Uniforms for non-US citizen employees with USAFE in Germany will be standardized so that like groups will be distinctive and recognizable. When wearing uniform is required, uniforms and insignia will be furnished to employees on a nonreimbursable basis.

2. Non-US Citizen Employees Required To Wear Uniforms.

2.1. Non-US-Citizens employed under the conditions of Appendix Z of the Collective Tariff Agreement (CTA II) with a USAFE Civilian Service Unit (CSU) are required to wear uniforms in accordance with this instruction. In particular, this applies to employees with the USAFE Construction and Training Squadron (USAFE CTS) or employees with USAFE Security Forces units in Germany. Local Fire Chiefs will prescribe uniforms for LN personnel employed with a USAFE Fire Department in Germany under the provisions of App. P, CTA II. Wear of uniforms for other occupational categories may be approved in accordance with the conditions set forth in paragraph 6.

2.2. Employees are not required to wear uniforms unless the nature of their work makes a clear identification important and wearing uniforms will accomplish that objective.

3. Responsibilities:

3.1. **HQ USAFE.** Establishes basic standards for furnishing uniforms and identifies those groups of USAFE employees who are required to wear uniforms. It prescribes or approves uniform items and corresponding issue allowances and coordinates with other Department of Defense components to ensure that these requirements and conditions are consistent. It will act on requests for authority to require additional groups of employees to wear uniforms or to make exceptions to this instruction and its attachments.

3.2. **Organizational Commanders.** Ensure that uniforms are furnished to all employees who are required to wear them and ensure compliance with this instruction and its attachments.

3.3. Unit Supervisors:

3.3.1. Identify positions under their supervision for which the wearing of uniforms is required and inform employees serving in those positions of the conditions and requirements for wearing, maintaining, and returning items issued.

3.3.2. Determine from [Attachment 2](#) the initial issues authorized for the positions, unless adjusted under authority of paragraph [5](#). below.

3.3.3. Designate a supply official responsible for maintaining stocks at the unit's supply section. The supply custodian will obtain authorized uniform items, maintain general records of initial issue and replacements, and control turn-in of items for proper disposal.

3.3.4. Ensure adequate funding for procurement of issue items, respectively the coverage of obligations with the Army and Air Force Exchange Service (AAFES) Military Clothing Sales Store (ACSS), local Individual Equipment Units (IEU), or commercial local procurement (LP) sources.

3.3.5. Prepare and coordinate documentation for acquisition of uniform items from the above sources. Requisition will cite this instruction as authority for procurement or the specific USAFE approval for exceptions obtained under paragraph [6](#). below.

3.3.6. Ensure subordinate employees wear their uniforms in accordance with this instruction and uniform appearance of groups of employees working together is maintained, even if exceptions are ordered due to operational requirements or severe working conditions such as hot weather.

3.4. **Civilian Personnel Officers or Designated Representatives.** Inform operating officials of the provisions of this instruction and its attachments. Inform eligible job candidates of uniform clothing provisions when wearing a uniform is a condition of employment.

3.5. **Unit Supply Officials.** Manage bulk procurement and distribution of prescribed uniforms and uniform items. They determine and maintain adequate and sufficient stock levels and administer the necessary supply documents, and establish adequate controls to ensure economical use of available supplies. They obtain receipt certifications from employees issued uniform items and establish adequate controls for exchanging items that have become unserviceable, or turn-in of items, regardless of condition, upon separation of employees, and are responsible for maintaining records of issues.

4. Issue Allowances. All items of clothing and equipment issued under this instruction will be considered organizational property.

4.1. **Initial Allowance.** The initial allowance is furnished cost-free to employees upon their first assignment to positions requiring wearing of a uniform.

4.2. **Replacement Allowance.** The cost-free replacement allowance covers normal wear and is controlled by the supply custodian of the activity. Employees who wantonly abuse or destroy uniform items will be held pecuniarily liable.

4.3. **Special Equipment Allowances.** Initial and replacement issue allowances for protective and occupational clothing and related equipment will be furnished to employees according to Air Force equipping guides. This includes items such as flight jackets, parkas, rubber boots, etc., that are deemed necessary for satisfactory work performance and employee safety.

5. Establishment and Adjustment of Allowances:

5.1. Allowances prescribed in [Attachment 2](#) are the maximum allowances and may be decreased or omitted at the discretion of the local commander. Commanders determine the amount of uniform issue allowances provided temporary employees by adjusting maximum allowances for any reduced requirements that result from the limited period and nature of the employment. Allowances for temporary employees will be held to a minimum.

5.2. An employee who is transferred to another position requiring a uniform may only be issued those uniform items not previously furnished under the initial allowance authority. Uniform items or allowances in excess of those authorized for the position to which transferred will be turned in to the losing activity prior to the date of transfer. An employee who terminates or is transferred to a position which does not require uniforms to be worn must return all items except underwear and shoes regardless of condition.

6. Processing Special Uniform Requests:

6.1. Requests for exceptions to uniform standards outlined in [Attachment 2](#) to this instruction, will be directed through the functional counterpart HQ USAFE directorate office to the Chief, Civilian Personnel Policy, HQ USAFE/DPCP, for review, coordination, and determination.

6.2. Requests for authority to require wear of uniforms by other groups of employees than those listed in [2.1](#), should be directed to HQ USAFE/DPCP. Include the following information in each request:

6.2.1. The identity of the occupational group of employees involved.

6.2.2. The conditions that make a uniform necessary.

6.2.3. The specific uniform requirements and allowances proposed.

6.2.4. Proposed procurement sources for uniform items.

6.2.5. Proposed design of distinctive markings or insignias to be worn for proper identification purpose.

6.3. Likewise, Commanders may request that requirement for wear of uniforms be abolished for certain groups of employees. Requests have to include all relevant details and full justification for the proposed action.

7. Uniform Composition and Insignia:

7.1. General:

7.1.1. **Standard Uniform.** The organizational commander will prescribe the standard uniform for each occupational group for which the wearing of a uniform has been approved under the provisions of this instruction.

7.1.2. **Identification Insignia.** To distinguish the uniforms from military uniforms, distinctive markings and insignia will be worn on all outer garments such as headgear, jackets, coats and shirts. Supervisory insignia or badges may be worn if prescribed by local commanders. With the exception of functional insignia that are required for mission accomplishment like the Security Police badge, **these insignia and badges will not duplicate or resemble those worn by military personnel.**

7.1.3. **Civilian Service Unit (CSU) Shoulder Patch.** The patch is a dark blue, shield-shaped cloth patch containing a small black-red-gold shield with attached golden wings. USAFE CTS and USAFE SF employees will wear the patch centered 12 mm from the top seam of the left sleeve of all outer garments except the raincoat.

7.1.4. **CSU Cap Insignia.** The USAFE CSU insignia is either made of cloth or oxidized silver-colored metal and consists of a shield with attached wings centered by a four-edged star supported by oak leaves. It will be worn on the front left side of uniform headgear, such as the garrison cap for CTS employees or the beret for USAFE SF employees.

7.1.5. **USAFE Civilian Service Tape.** The tape is of green fabric, approximately 110 mm by 25 mm, containing in blue colored letters the words, "USAFE Civilian Service." It will be worn centered 12 mm above the edge of the left breast pocket of all outer garments except the raincoat, wool overcoat, and wool jacket. It will be placed in the same relative position on garments without outer left breast pockets, like a parka.

7.1.6. **Grade and Supervisory Insignia.** Organizational commanders may prescribe the wear of grade insignia. If grade insignia are not desired, but some form of identification of the employee's job category or supervisory function is deemed necessary, commercially procured tapes or labels showing the employee's job title or supervisory function, for example, fire fighter, policeman, foreman, crew chief, unit supervisor, or suchlike may be worn. If the wear of grade insignia is prescribed, they will be worn as indicated in paragraph 7.4.

7.1.7. **Name Tags.** If organizational commanders prescribe wearing of nameplates or name tapes, they will be procured commercially.

7.1.8. **Decorations.** Pins, badges, insignia or medals, other than those approved for wear by non-US civilian employees of the Air Force, will not be worn with the uniform.

7.2. Uniforms for CTS Personnel:

7.2.1. Uniform allowances for USAFE CTS personnel are outlined in [Table A2.1.](#) of [Attachment 2](#) to this instruction.

7.2.2. **CTS Shoulder Patch.** All Local National CTS personnel will wear the CTS shoulder patch centered 12 mm from the top seam of the right sleeve on all outer garments except raincoats. The patch consists of a blue disc containing a yellow castle silhouette centered within a red isos-

celes triangle with yellow wings attached to the sides, and a yellow sword with a white blade surrounded by red flames at the upper tip of it.

7.3. Uniforms for Security Forces Personnel:

7.3.1. Uniform allowances for LN employees with Security Forces units in Germany are outlined in **Table A2.2.** of **Attachment 2** to this instruction.

7.3.2. **Security Forces Shoulder Patch.** All Local National Security Forces personnel will wear a distinctive shoulder patch on the right sleeve of their outer garments. This cloth patch consists of a yellow halberd with a black shaft on a lozenge shaped red background. Subdued green/black patches are authorized to be worn on BDUs.

7.3.3. To distinguish them from U.S. Military Security Forces, Local National Security Forces Personnel will generally wear the royal blue beret as the regular duty cover. Local commanders may authorize temporary exceptions, like wear of a wool watch cap, for mission-related reasons may be authorized by local commanders.

7.4. Grade Insignia for USAFE CTS and SF Personnel:

7.4.1. Employees in salary groups 1 through 6 will wear diagonally arranged light blue cloth stripes on all outer garments. Employees in wage groups (WG) 1 through 7 may wear the cloth stripes on the sleeves, or wear metal insignia on the collar of the Shirt, BDU. The cloth stripes are worn approximately 50 mm below the tip of the left shoulder patch. The number of stripes will correspond to the assigned pay grade as follows:

ZB-1	ZP-1	WG-1	WG-2	one stripe
ZB-2	ZP-2	WG-3		two stripes
ZB-3	ZP-3	WG-4	WG-5	three stripes
ZB-4	ZP-4	WG-6		four stripes
ZB-5	ZP-5	WG-7		five stripes
ZB-6	ZP-6			six stripes

7.4.2. Employees in pay grades ZB-7 through ZB-11 will wear the following grade insignia on both shoulder loops on all outer garments, or on both sides of the collar if shirts are worn as an outer garment:

ZB-7	one light blue stripe or bar
ZB-8	two light blue stripes or bars
ZB-9	one gold shield
ZB-10	one silver shield
ZB-11	one silver shield bordered in gold serration

7.4.3. Garrison caps for CTS employees in salary groups ZB-7 to ZB-11 have silver piping.

7.5. Uniforms for Fire Fighter Personnel:

7.5.1. Local Fire Department Chiefs determine if and which type of uniforms or grade insignia they issue to their LN Civilian personnel. Basic requirement is however that uniform items meet the applicable safety standards (in accordance with NFPA, respectively DIN/EN standards).

7.5.2. If agency chiefs prescribe the wear of grade insignia for Fire Fighter Personnel, the following insignia will be worn:

P-1 & P-2	silver fire department scramble
P-3	one silver bugle
P-4	two parallel silver bugles
P-5	two crossed silver bugles
P-6	two parallel gold bugles
P-7	two crossed gold bugles
P-8	four crossed gold bugles inside a gold wreath

7.5.3. Alternatively, the wear of locally procured tapes or labels indicating function or responsibility may be prescribed.

7.6. Items not Considered Part of a Uniform:

7.6.1. Normal work clothing such as coveralls worn by painters, mechanics, freight loaders, or laborers; special protective clothing worn by firefighters; or safety clothing, such as safety shoes and asbestos gloves are not considered part of a uniform. The same applies to special duty gear, such as holsters, pouches, and suchlike worn by Security Forces personnel.

7.6.2. Shirts normally worn under a uniform coat or blouse. (Shirts of a distinctive uniform appearance normally worn as an outside garment in place of a uniform coat or blouse are considered part of the uniform.)

8. Wear of Uniforms:

8.1. **When Uniforms are Worn.** Employees wear uniforms while on official duty. They may wear them while traveling to and from official duty stations, unless precluded by local instructions. However, they may not wear removable insignia like police badges or brassards when they are in an off-duty status.

8.2. **General Appearance.** Employees must keep all uniform items clean and neat and obtain replacement items when initial issue items are no longer serviceable.

8.3. **Personal Grooming.** Military personal grooming standards are not directly applicable to uniformed civilian employees. For this reason, supervisors must avoid demanding compliance with such standards or taking disciplinary measures in cases of non-compliance. Instead, supervisors should encourage employees, through use of sound management and counseling techniques, to support a compatible personal grooming standard. Supervisors are to ensure that the personal grooming of individual employees, in particular long hair or beards do not present a safety hazard.

8.4. **Laundry and Dry-Cleaning Service:**

8.4.1. All items of clothing issued under this instruction, except stockings, socks and underwear, will be processed without reimbursement as organizational property.

8.4.2. Items of non-issue clothing will be processed on a reimbursable basis at rates charged to enlisted military personnel.

9. Changes in Uniform Items. When uniform items or specifications are revised by this instruction, employees serving in an occupational category that is subject to the new requirements may continue to wear the previously prescribed items as long as they remain serviceable. However, supervisors must ensure that when employees are issued replacement items, the items meet the new requirements.

ED KRINGER, Colonel, USAF
Director of Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

ACSS—AAFES Clothing Sales Store

BDU—Battle Dress Uniform

CPF—Civilian Personnel Flight

CSU—Civilian Service Unit

CTA II—Collective Tariff Agreement

DIN—Deutsche Industrie Norm (German Industrial Norm)

EN—European Norm

IEU—Individual Equipment Unit

LN—Local National

LP—Local Procurement

NFPA—National Fire Protection Association

SF—Security Forces

Attachment 2

AUTHORIZED UNIFORM AND ALLOWANCE TABLES CSU PERSONNEL

A2.1. Authorized Uniform and Allowance Table–USAFE CTS Personnel. The following table establishes the standard uniform allowances for salaried employees and wage earners with the USAFE CTS.

Table A2.1. Authorized Uniform and Allowance Table–USAFE CTS PERSONNEL.

Line No	Uniform Item	CTS Personnel			
		ZB	WG	Remarks	Supply Source
	Belt, waist, web w/buckle	2	2		ACSS
	Blouse, blue, short sleeve, w/epaulets and necktab	3			ACSS
	Blouse, blue, long sleeve, w/epaulets and necktab	3			ACSS
	Boots, combat, black, pair	1			ACSS
	Cap, garrison, blue	2			ACSS
	Cap. Unit, black	1	1		CTS/CEL
	Cap, BDU	1	1		CTS/CEL
	Stockings, nylon	6		♀	ACSS
	Coat, field, BDU, XXL	1	2		IEU
	Coat, wool, blue	1			ACSS
	Reflecting vest, yellow (for projects in the U.K. only)	1 EA	1 EA		LP
	Gloves, shell, leather	1 pr	1 pr		ACSS
	Jacket, lightweight	2			ACSS
	Jacket, blue, female	2			ACSS
	Necktie, dark-blue	2			ACSS
	Pullover, black		1		LP
	Pumps, leather, black	2 pr		♀	AAFES / LP
	Raincoat, blue, female	1			ACSS
	Scarf, blue	1	1		ACSS
	Scarf, wool	1	1		ACSS
	Shirt, short sleeve w/epaulets	4			ACSS

Line No	Uniform Item	CTS Personnel			
		ZB	WG	Remarks	Supply Source
	Shirt, long sleeve w/epaulets	4			ACSS
	Shoes, low quarter, black	2 pr			AAFES / LP
	Skirt, all seasons, blue	2		♀	ACSS
	Slacks, blue	3			ACSS
	Slacks, all seasons, blue, female	1			ACSS
	Socks, cotton, black	6 pr	6 pr		ACSS
	Socks, wool, black	6 pr	6 pr		ACSS
	Trousers, wool, blue	2			ACSS
	Trousers, all season, blue	2			ACSS
	Undershirt, cotton, white	6			ACSS
	Sweater, wool, blue w/epaulets	1			ACSS
	Shirt, BDU	6	4		ACSS
	Trousers, BDU	6	4		ACSS
	Undershirt, cotton, brown and/or black	6	6		ACSS
	Cardigan, blue w/epaulets	2			ACSS
	Insignia, cap, metal and cloth	2			CTS/CEL
	Insignia, grade, metal and cloth	*	*		CTS/CEL
	Insignia, shoulder, cloth	*	*		CTS/CEL
	Tape, Identification "USAFE CIVILIAN SERVICE"				CTS/CEL
	Coverall, green		2		IEU
	Coverall, blue		2		LP
	Cap, wool, black	1	1		LP
	Trousers, utility, blue		3		LP
	Shirt, utility, blue		3		LP
	Jacket, utility, blue		1		LP
	Trousers, tan		3		LP
	Shirt, tan		3		LP
	Jacket, tan		1		LP
	Jacket, winter, blue		1		LP
	Shoes, Safety, German standard S3	1 pr	2 pr		LP

Line No	Uniform Item	CTS Personnel			
		ZB	WG	Remarks	Supply Source
	Handbag	1	1		AAFES / LP
	Belt, Safety	1	1		LP
	Jacket, BDU, Gore-Tex	1	1		IEU
Remarks: ♀ Female only * Issue one for each upper-body outer garment					

A2.2. Authorized Uniform and Allowance Table--Security Forces Personnel. The following table establishes the standard uniform allowances for salaried employees and wage earners with USAFE Security Forces in Germany.

Table A2.2. Authorized Uniform and Allowance Table--USAFE SF PERSONNEL (GERMANY).

Line No	Uniform Item	SF Personnel		
			Remarks	Supply Source
		ZB / ZP		
	Shirt, BDU	3		ACSS / IEU
	Trousers, BDU	3		ACSS / IEU
	Jacket, Gore-Tex	1		IEU
	Trousers, Gore-Tex	1		IEU
	Shirt, Polypro	3		IEU
	Trousers, Polypro	3		IEU
	T-Shirt, black	6		ACSS
	Sweat Shirt, Turtleneck	2		LP
	Socks, wool, black	3		ACSS / LP
	Boots, combat, black, pair	1		ACSS / LP
	Boots, cold weather, black, pair	1		IEU
	Gloves, cold weather, pair	1		ACSS
	Gloves, aviator's, green, pair	1		IEU
	Face Mask / Watch Cap	1		IEU
	Beret, royal blue	1		LP
	Fleece Jacket	1		IEU
	Jacket, Wet Weather	1		IEU
	Trousers, Wet Weather	1		IEU
	Liner, Field Jacket	1		IEU

Line No	Uniform Item	SF Personnel		
		ZB / ZP	Remarks	Supply Source
	T-shirt, white	6		ACSS
	Trousers, blue	2		ACSS
	Jacket, blue	1		ACSS
	Shirt, short sleeve	3		ACSS
	Shirt, long sleeve	3		ACSS
	Necktie, dark-blue	1		ACSS
	Jacket, Security Police, Winter	1		IEU
	Shoes, low quarter, black, pair	1		ACSS
	Badge, Security Police	1		IEU
	Belt, waist, web w/ buckle	1		ACSS
	Insignia, CSU, cap, metal and cloth	1		
	Insignia, grade, metal and cloth	*		
	Insignia, shoulder patch, cloth	*		
	Tape, Identification "USAFE CIVILIAN SERVICE"			
	Shield, cloth, Security Police	3		
	Badge, functional, Security Forces	3		
	Brassard, Security Police	1		
Remarks: * Issue one for each upper-body outer garment.				